



Syllabus Guidelines

The following items must be included on each syllabus:

Instructor's name, office hours, phone number(s), e-mail address

Course Number and title

Prerequisites

Required and optional text(s) and materials

Tentative calendar

Rationale of the course

Briefly describe how the course addresses major program objectives and, if appropriate, relevant accreditation requirements. For general education courses include a statement of how the course addresses the four general education competencies.

This must be the same for all sections of the course.

Course objectives

Course objectives must be the same for all sections of the course. General education courses must include reference to the four general education competencies.

Means of student performance assessment including weight of each exam, policies, such as format for papers, late papers, etc., and attendance and make-up policy

Classroom Responsibilities (Approved by the Lander Faculty)

All Lander students will . . .

- read and follow their professors' syllabi, including course guidelines and procedures, to be prepared for class
- check their Lander email accounts daily and check blackboard daily (if used in class) for class announcements, assignments, etc.
- be aware of each professor's absence and tardy policies
- communicate concerns about classes to their professors, including asking for clarification if the student does not understand an assignment or expectations
- be courteous to peers, professors, and the learning environment, avoiding the following disruptive classroom behaviors: sleeping, inappropriate talking, inappropriate laptop use, rudeness, doing homework for other classes, text messaging, or answering cell phones
- not give, use, or receive unauthorized aid in academic activities because these are serious violations of academic integrity
- know and accept the consequences of committing plagiarism, which could include receiving a failing assignment grade, failing the course, or being suspended from the University.

Reference to Lander's Honor Code

The Lander University Academic Honor Code may be found in the Lander Student Handbook. You are responsible for understanding the possible consequences of violating the code.

Reference to Lander's inclement weather policy

I encourage you not to risk traveling to campus if weather conditions are hazardous and prevent safe travel. If you miss a class due to travel conditions and the University is not closed you are responsible for all material covered in class during your absence. Whenever classes are canceled, Lander will inform local TV and radio stations. In addition information will be posted at the Lander website: www.lander.edu. A recorded message will also be provided at (864) 388-8000.

Reference to Lander's ADA policy

Lander University recognizes its responsibility for creating an institutional climate where all students can thrive. If you have a disability and may need accommodations to support your success, please reach out to the Office of Student Accessibility and Testing Services, located in the Student Success Center, at 864-388-8915 or accessibilityservices@lander.edu. After you complete the intake form, provide the necessary documentation, and meet with the Office of Student Accessibility and Testing Services, your instructors will be notified of any approved accommodations.

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Use of Electronic Devices Policy

Instructors will notify students when the use of particular devices is appropriate or inappropriate during class. If an extenuating circumstance requires students to use their device for a non-pedagogical purpose during class, the instructor should be notified as soon as possible.

If you need to take a text or call quietly step out of class to engage.

Any consequences associated with usage of a device outside of this policy will be communicated by the instructor in the course syllabus.

AI Policy

Lander University recognizes the impact that emerging technologies such as generative artificial intelligence (AI) have on higher education, including both their usefulness as intellectual and creative tools and their potential to be used as vectors of academic dishonesty.

Lander University encourages its faculty to design learning assessments in ways that take AI into account and provides support, through the Center for Faculty Excellence, to provide high quality educational experiences in the ever-changing landscape of higher education.

Lander University faculty have the right to allow and/or restrict the use of any technology in their classes in ways that are appropriate to their subject, content, and learning objectives so long as their permissions and restrictions are fair, equitable, and clearly communicated.

Faculty should include an appropriate syllabus statement in their syllabi to address the use of technologies like ChatGPT.

Notice of Nondiscrimination

Lander University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, childbirth or related medical conditions, national origin, age, disability, veteran's status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972.

Individuals experiencing sex-based discrimination, sexual harassment, or sexual violence are encouraged to contact the Title IX Coordinator in person, mail, telephone, electronic mail, using the contact information listed for the Title IX Coordinator, or by completing an online complaint form. Reports may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address.

Title IX Coordinator: Dr. Matthew Hammett

Office Phone: 864-388-8448

Office Location: University Center Greenville

Mailing Address: 320 Stanley Avenue, CPO Box 6012, Greenwood, SC 29649

Please visit <https://www.lander.edu/about/offices-departments/title-ix/index.html> and <https://www.lander.edu/about/statement-non-discrimination> to review the applicable policies, access the complaint forms, and learn more about the pertinent grievance processes.